

Utah Nonmetro Occupational Projections 2000 - 2010

by Major Occupational Group

	Employment		Annual Job Openings			Hourly Wage		Training Level
	2000	2010	Growth	Replacements	Total	Entry	Average	
Office and Administrative Support Occupations	33,070	39,420	640	720	1,350			
Supervisors, Office and Administrative Support Workers	1,690	2,050	40	30	70	10	16	Related Experience
Communications Equipment Operators	310	280	0	10	10			
Switchboard Operators, Including Answering Service	240	220	0	10	10	\$6.90	\$8.90	Short-Term OJT
Telephone Operators	50	40	0	0	0	\$7.90	\$8.80	Short-Term OJT
Financial Clerks	4,680	5,100	40	120	160			
Bill and Account Collectors	250	300	10	10	10	\$7.90	\$10.90	Short-Term OJT
Billing and Posting Clerks and Machine Operators	560	650	10	10	20	\$8.80	\$11.30	Short-Term OJT
Bookkeeping, Accounting, and Auditing Clerks	2,710	2,890	20	50	70	\$8.10	\$11.50	Moderate OJT
Payroll and Timekeeping Clerks	200	210	0	10	10	\$8.90	\$12.70	Short-Term OJT
Procurement Clerks	190	190	0	0	10	\$8.50	\$12.90	Short-Term OJT
Tellers	780	850	10	40	50	\$7.80	\$8.80	Short-Term OJT
Information and Record Clerks	8,280	10,940	270	170	430			
Brokerage Clerks	90	100	0	0	0	\$7.80	\$10.70	Moderate OJT
Court, Municipal, and License Clerks	270	360	10	0	10	\$8.60	\$11.80	Short-Term OJT
Credit Authorizers, Checkers, and Clerks	40	40	0	0	0	\$9.90	\$13.00	Short-Term OJT
Customer Service Representatives	2,550	3,560	100	20	120	\$8.50	\$10.20	Moderate OJT
File Clerks	350	400	10	10	20	\$5.90	\$8.40	Short-Term OJT
Hotel, Motel, and Resort Desk Clerks	980	1,430	50	40	90	\$6.50	\$8.00	Short-Term OJT
Interviewers, Except Eligibility and Loan	910	1,290	40	20	60	\$6.00	\$6.80	Short-Term OJT
Library Assistants, Clerical	100	130	0	0	10	\$6.40	\$8.40	Short-Term OJT
Loan Interviewers and Clerks	190	170	0	0	0			Short-Term OJT
New Accounts Clerks	120	150	0	0	10	\$9.10	\$10.50	Related Experience
Order Clerks	300	290	0	10	10	\$7.20	\$9.70	Short-Term OJT
Human Resources Assistants, Except Payroll and Timekeeping	170	210	0	0	10	\$10.20	\$14.30	Short-Term OJT
Receptionists and Information Clerks	1,880	2,390	50	40	90	\$6.60	\$8.80	Short-Term OJT
Reservation and Transportation Ticket Agents and Travel Clerks	70	100	0	0	0			Short-Term OJT
Miscellaneous Information and Record Clerks	230	290	10	0	10			Short-Term OJT

*Annual Wage

Note: Detail may not add to totals because of the exclusion of small occupations and rounding.

Source: Utah Department of Workforce Services, May 2003

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Material Recording, Scheduling, Dispatching, and Distributing Workers	5,940	6,980	100	160	270			
<i>Cargo and Freight Agents</i>	40	50	0	0	0	\$9.20	\$13.00	Moderate OJT
<i>Couriers and Messengers</i>	100	110	0	0	0	\$6.30	\$9.60	Short-Term OJT
<i>Dispatchers</i>	360	460	10	10	20			
Police, Fire, and Ambulance Dispatchers	190	250	10	0	10	\$10.80	\$12.70	Moderate OJT
Dispatchers, Except Police, Fire, and Ambulance	160	210	10	0	10	\$10.40	\$15.60	Moderate OJT
<i>Meter Readers, Utilities</i>	90	70	0	0	0	\$9.60	\$13.20	Short-Term OJT
<i>Postal Service Workers</i>	1,370	1,510	10	40	50			
Postal Service Clerks	330	370	0	10	10	\$15.90	\$18.00	Short-Term OJT
Postal Service Mail Carriers	810	890	10	30	30	\$14.60	\$17.80	Short-Term OJT
Postal Service Mail Sorters, Processors, and Processing Machine Operators	240	260	0	10	10	\$7.90	\$10.50	Short-Term OJT
<i>Production, Planning, and Expediting Clerks</i>	470	560	10	10	20	\$9.60	\$15.50	Short-Term OJT
<i>Shipping, Receiving, and Traffic Clerks</i>	970	1,050	10	20	30	\$8.00	\$11.10	Short-Term OJT
<i>Stock Clerks and Order Fillers</i>	2,220	2,780	60	80	140	\$6.70	\$9.80	Short-Term OJT
<i>Weighers, Measurers, Checkers, and Samplers, Recordkeeping</i>	170	210	0	0	10	\$8.10	\$10.90	Short-Term OJT
<i>Material Recording, Scheduling, Dispatching, & Distributing Workers, All Other</i>	160	180	0	10	10			Short-Term OJT

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Secretaries and Administrative Assistants	5,070	5,790	70	90	160			
<i>Secretaries and Administrative Assistants</i>	5,070	5,790	70	90	160			
Executive Secretaries and Administrative Assistants	1,630	1,890	30	30	50	\$10.60	\$17.20	Moderate OJT
Legal Secretaries	150	170	0	0	0	\$9.90	\$12.90	Vocational
Medical Secretaries	520	680	20	10	30	\$8.50	\$11.60	Vocational
Secretaries, Except Legal, Medical, and Executive	2,770	3,060	30	50	80	\$7.90	\$10.80	Moderate OJT
Other Office and Administrative Support Workers	7,100	8,280	120	140	250			
<i>Computer Operators</i>	380	320	0	10	10			<i>Moderate OJT</i>
<i>Data Entry and Information Processing Workers</i>	620	650	0	10	10			
Data Entry Keyers	480	500	0	10	10			Moderate OJT
Word Processors and Typists	140	150	0	0	0	\$7.60	\$10.90	Moderate OJT
<i>Desktop Publishers</i>	60	120	10	0	10	\$8.20	\$12.80	<i>Vocational</i>
<i>Insurance Claims and Policy Processing Clerks</i>	270	290	0	10	10	\$7.70	\$10.00	<i>Moderate OJT</i>
<i>Mail Clerks and Mail Machine Operators, Except Postal Service</i>	190	220	0	10	10			<i>Short-Term OJT</i>
<i>Office Clerks, General</i>	4,870	5,890	100	90	200	\$6.70	\$9.20	<i>Short-Term OJT</i>
<i>Office Machine Operators, Except Computer</i>	60	60	0	0	0	\$6.60	\$9.20	<i>Short-Term OJT</i>
<i>Miscellaneous Office and Administrative Support Workers</i>	600	680	10	10	20			
Office and Administrative Support Workers, All Other	420	470	10	10	10			Short-Term OJT
Secretaries, Administrative Assistants, and Other Office Support Workers, All Other	190	210	0	0	10			Short-Term OJT

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